

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH DIVISION (TAY)**

VACANCY TRANSFER ANNOUNCEMENT

MENTAL HEALTH SERVICES COORDINATOR II

The TAY Division, part of Transition Age Youth – System of Care Bureau, is actively seeking a Mental Health Services Coordinator II currently holding the item. The Division is responsible for planning, developing, and implementation of Mental Health Service Act (MHSA) programs for high-risk Seriously Emotionally Disturbed (SED) and Severe and Persistently Mentally Ill (SPMI) youth ages 16 through 25 years.

EXAMPLES OF DUTIES:

- Preparing and reviewing Mental Health Service Act (MHSA) Data, such as utilization, slot allocation, clients served, etc. to compile and produce multiple reports on the utilization and effectiveness of various MHSA programs, including Full Service Partnership (FSP), Field Capable Clinical Services (FCCS), and Prevention and Early Intervention (PEI).
- Knowledge of the Transition Age Youth (TAY) population, housing linkage, FSP/FCCS Administration, including contract monitoring capacity, expenditures, cost studies, and the authorization process.
- Countywide travel required.

DESIRABLE QUALIFICATIONS:

- Experience with program planning, development, and implementation of mental health programs
- Ability to function both independently in the field and collaboratively in a team environment with high pace demands.
- Excellent written and oral communication skills
- Strong time management and organizational skills
- Fluent in software including: Excel, Access, and Microsoft applications

Qualified individuals, who currently hold the title of Mental Health Service Coordinator, please fax a detailed resume, last two (2) Performance Evaluations, and last two (2) years of your Master Time records no later than **5:00 pm, October 27, 2016** to:

Belen Fuller, Program Head
Attn: Winnie Tung
550 S. Vermont Ave., 4th Floor
Los Angeles, CA 90020
Fax: (213) 487-0764
E-mail: wtung@dmh.lacounty.gov

EQUAL OPPORTUNITY EMPLOYER